



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Heather Frank-
Cavallo, Department of the Treasury

CSC Docket Nos. 2019-323

Classification Appeal

ISSUED: SEPTEMBER 7, 2018 (SLK)

Heather Frank-Cavallo appeals the determination of the Division of Agency Services (Agency Services) that the proper classification of her position with the Department of the Treasury is Administrative Analyst 2, Information Systems. The appellant seeks a Database Analyst 2 classification.

The record in the present matter establishes that the appellant is permanent in the title of Administrative Analyst 2, Information Systems. The appellant sought reclassification of her position, alleging that her duties were more closely aligned with the duties of a Database Analyst 2. The appellant is assigned to the Division of Taxation, Taxpayer Services, Customer Service Branch, Technology Solutions and reports to Terri Burd, Administrative Analyst 4, Information Systems. The appellant does not have supervisory responsibility. In support of her request, the appellant submitted a Position Classification Questionnaire (PCQ) detailing the different duties that she performs. Agency Services reviewed and analyzed the PCQ completed by the appellant and all information and documentation submitted. Additionally, an audit of the appellant's position was performed on May 7, 2018. Agency Services found that the appellant primarily creates website-based database programs, maintains SQL databases, creates reports utilizing SQL databases, maintains and updates the e-Ref application, coordinates and implements requests for data processing services, creates Standard Operating Procedures and provides initial training for the new website-based database programs. Based on these duties, Agency Services determined the position should be classified as an Administrative Analyst 2, Information Systems.

On appeal, the appellant believes that Agency Services misunderstood her primary duties by characterizing them as creating website-based interfaces for databases. Instead, she asserts that she spends 80 percent of her time creating databases and only a small portion of that time is used to create web-based interfaces so that users can access the databases. Further, the appellant argues that her duties have changed as she previously had been primarily focused on database support, maintenance and report generation and now one of her primary duties is to build databases. Moreover, while she believes that there is another employee in her unit performing the same duties that she performs whose position is classified as a Database Analyst 2, she reiterates that the basis for her appeal is that she is now performing the duties of a Database Analyst 2. The appellant states that she works in an information technology center as incumbents in the Database Analyst 2 position do and performs the duties as indicated in the Examples of Work in the job specification for Database Analyst 2. She disagrees with Agency Services' statement that her PCQ from a prior classification review, where it was determined that she was performing the duties of an Administrative Analyst 2, Information Systems, is the same as her current PCQ as she previously indicated that she was performing database duties 40 percent of the time and she now indicates that she is performing database duties 95 percent of the time.

CONCLUSION

N.J.A.C. 4A:3-3.9(e) states that in classification appeals, the appellant shall provide copies of all materials submitted, the determination received from the lower level, statements as to which portions of the determination are being disputed, and the basis for appeal. Information and/or argument which was not presented at the prior level of appeal shall not be considered.

The definition section of the job specification Administrative Analyst 2, Information Systems states:

Under limited supervision of an Administrative Analyst 4, Information Systems, or other supervisory officer in a state department or agency, assists in the analysis and evaluation of internal operations, business practices, methods, and techniques of the organization to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business needs/initiatives. Assists in the evaluation of users' needs and recommends IT solutions; does other related duties as required.

The definition section of the job specification for Database Analyst 2 states:

Under general supervision in one of the Data Centers, is responsible for the analysis, physical design, coding, testing, and implementation

of database/data dictionaries, mainframe, mini, and LAN environments; coordinates efforts with systems and programming staff assigned to database/data dictionary application projects; does other related duties as required.

The definition section of the job specification for Database Administrator 1 states:

Under limited supervision of a Database Administrator 2 or other supervisory officer within an Information Technology unit of a State Department or Agency, serves as technical database administrator; is responsible for the management of physical databases, including the design, performance, evaluation, modification, security, backup, version control, and integrity of databases; implements and manages database software and hardware; installs, configures, maintains, optimizes, and upgrades database management system software and hardware; may administer technologies related to Database Administration; may coordinate Database Administration projects; may work independently providing database administration to project teams; may act as the lead administrator in smaller organizations or agencies; does other related duties as required.

In this present matter, a review of the appellant's PCQ indicates that she characterized her duties as creating databases (40 percent), administering databases (40 percent) and performing database support duties, such as reporting, data processing, developing procedure, training, *etc.*, (15 percent) and other duties (5 percent). Further, a review of Agency Services' audit notes indicates that her supervisor stated in response to the questions, "What has changed in his or her duties? What new responsibilities does the position now have?" that the appellant's duties have become primarily focused on database-related duties which include support, maintenance and report generation. The job specification for Administrative Analyst 2, Information Systems indicates that the incumbents in this title primarily evaluate operations to satisfy information technology needs. However, the appellant's duties do not involve the analysis of overall operations. Instead, the appellant's duties involve the creation, maintenance and support of databases. As such, the Administrative Analyst 2, Information Systems classification is clearly not appropriate.

However, it is also clear that a Database Analyst 2 classification is not appropriate for the appellant's duties. By the appellant's own description based on her PCQ, she only spends 40 percent of her time creating databases. Further, as stated above, the appellant's supervisor characterized the primary change of her duties as support, maintenance and report generation and not database creation. Therefore, as the appellant's primary responsibility and most of her time (50

percent or more of her time) is to administer and support the use of those databases, the appellant's position is best classified as Database Administrator 1. See *In the Matter of Battalion Fire Chief, Jersey City* (Commissioner of Personnel, decided October 16, 1991) and *In the Matter of Lawrence Craig and Louis Muzyka* (CSC, decided February 11, 2009).

Regarding the appellant's representation that she also creates databases, the fact that some of an employee's assigned duties may compare favorably with some examples of work found in a given job specification is not determinative for classification purposes, since, by nature, examples of work are utilized for illustrative purposes only. Moreover, it is not uncommon for an employee to perform some duties which are above or below the level of work which is ordinarily performed. For purposes of determining the appropriate level within a given class, and for overall job specification purposes, the definition portion of the job specification is appropriately utilized.

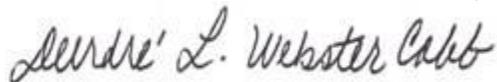
N.J.A.C. 4A:3-3.9(e)3i provides that in State service, the effective date is the pay period immediately after 14 days from the date an appropriate Civil Service Commission (Commission) representative first received the appeal or reclassification request, or at such an earlier date as directed by the Commission. In this matter, the request for classification review was received by Agency Services on April 19, 2018. Accordingly, the effective date shall be May 12, 2018.

ORDER

Therefore, it is ordered that this appeal be granted in part, and the position of Heather Frank-Cavallo is properly classified as a Database Administrator 1 effective May 12, 2018.

This is the final administrative determination in this matter. Any further review is to be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 5th DAY OF SEPTEMBER, 2018



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